Action Items

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Re-establish the FMG through the ISB GIT.	Sam	Jan. 23, 2006	Assigned
Rewrite the FMG materials.	Sam	Jan. 23, 2006	Assigned
Tami will wait a month and then if no action on dealing with juristictions with no data, then try to reassign to someone who has time to do it.	Tami	Jan. 23, 2006	Assigned
Find out who the CRAB contact is.	Chuck Buzzard, Tami Griffin, Dave Rideout or Cathy Udenburg	Jan. 23, 2006	Assigned
Combine letter of support from emergency management with GECCO	Ian	Jan. 23, 2006	Assigned
Make changes to the Data User Requirements document to reflect the feedback from the Steering committee meeting	Michael	Jan. 23, 2006	Assigned
Either move the Core Data Sets to the Standards, or create a Data Set requirements document.	Michael	Jan. 23, 2006	Assigned
Any additional changes to the Data Users Requirements document should Email Michael (with a cc to Tami).	Everyone	Jan. 23, 2006	Assigned
Send Dave Collum, Whittaker's contact information.	Tami	Jan. 23, 2006	Assigned
Combine the Versioning and Archiving documents into one document	Dave Collum	Jan. 23, 2006	Assigned
Review the updated documents for user interface requirements	Michael	Jan. 23, 2006	Assigned
Get County and Roads report from Pat Whittaker	Tami	Jan. 23, 2006	Assigned
Investigate how the WA-Trans database can do, or facilitate crosswalk functions.	Michelle, Tami, Michael and Brian	Jan. 23, 2006	Assigned
Document the process(es) for establishing agreement points	Michelle	Jan. 23, 2006	Assigned
Work on a letter describing the agreement points process and why we are doing it for Chuck.	Tami and Michelle	Jan. 23, 2006	Assigned
Look into what census is doing with the updating of county boundaries	Wendy	Jan. 23, 2006	Assigned
Work on a process and wording to provide feedback to data providers as they attempt to provide data, are unsuccessful or are successful.	Chuck and Michael	Jan. 23, 2006	Assigned
Update the spreadsheet she uses to manage the items that need to be assigned or have yet to be assigned. Tami will be talking to those who have	Tami	Jan. 23, 2006	Assigned

Note: **Italicized items are prior to current meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.**

Meeting Date: 10/24/2005

Action Items

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
been assigned action items to determine how these items can be completed in time for the scheduled Steering Committee meetings.			
Add versioning to all architecture, processes and policy documents	*Michael*	*October 24, 2005*	*To be assigned*
Develop draft strategies for dealing with jurisdictions with no data.	*Cathy U., Ian V., Wendy*	*Jan. 23, 2006*	*In Process*
Check on the relationship with Metropolitan Transportation Plan and FCC for discussion 7-25-05	*Jerry*	*July 18, 2005*	*Assigned*
Put discussion of different classifications and developing a crosswalk on agenda for 10-24-05 meeting	*Tami*	*July 18, 2005*	*Assigned*
Document everything identified for pilots to handle from SC Notes	*Michael*	*July 18, 2005*	*Assigned*
Set up presentation for CRAB	*Tami*	*When time allows*	*In Process*
Develop draft process for inventory of gaps in data (including attribution) for prioritization of data acquisition	*Cathy U.*	*Jan. 23, 2006*	*Assigned*
Write letters supporting WA-Trans and funding of WA-Trans on letterhead of their organizations ==(Looking for letters regarding emergency management from emergency operations specifically right now.)==	*Ian Von Essen and others who can!!*	*ASAP!!! – February 6 would be best!*	*PSRC, Community Transit, WUTC, Pierce County are complete*

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Meeting Date: 10/24/2005

Action Items

WA-Trans Steering Committee Tabled Action Items			
What	Who	When	Status
Develop draft process for dealing with scale and accuracy	*???*	*November 29, 2004*	*To be handled with pilot*
Check with WSDOT Pedestrian and bike people about data	*Tami*	*August 23*	*Assigned*
Check into WA Bicycle Alliance with non-motorized staff person at PSRC	*Jerry*	*August 27*	*Assigned*
Sam will check on The National Map classifications (He doesn't know if we have it yet?	*Sam*	*July 18, 2005*	*Assigned*
Work with WAGIC to get the standards published on the Internet in better shape.	*Ian*	*After receiving feedback*	*Assigned*
Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.	*Tami*	*When completed with Tier 2 description and issues*	*Assigned*

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